
Chapter 07: Personnel

Personnel**B070001 Personnel Folders of American Employees**

Description: Consist of correspondence, forms and other related documents maintained at the post for the sole purpose of facilitating post personnel administration. (For a list of forms covered by this item see: 3 FAM Exhibit 042.3-1; and 042.3-2).

Note: Official personnel records of all American employees are maintained in the Department and constitute the legal records of their employment.

Disposition: Destroy post file 1 year after transfer or separation of employee.

DispAuthNo: GRS 1, item 10

B070002a(1) Personnel Folders of Non-American Employees

Description: a. Official Personnel Folders of Non-American Employees including Foreign Service Nationals and Third Country Nationals (See 14.5 of FNSPAH). Covers both Department of State Non-American employees and other U.S. Government agencies' Non-American employees - when the post acts as their personnel office. For a list of forms covered by the following items see: FSNPAH, Section 14, items 14.5 (1) and 14.5 (2).

(1) Documents of temporary value on the left hand side of folder, such as requests for personnel action, letters of warning or reprimand and similar disciplinary action papers and letters of referral.

Disposition: Destroy prior to transfer of the Official Personnel Folder.

DispAuthNo: NC1-84-80-5, item 1a

B070002a(2)(a) Personnel Folders of Non-American Employees

Description: a. Official Personnel Folders of Non-American Employees including Foreign Service Nationals and Third Country Nationals (See 14.5 of FNSPAH). Covers both Department of State Non-American employees and other U.S. Government agencies' Non-American employees - when the post acts as their personnel office. For a list of forms covered by the following items see: FSNPAH, Section 14, items 14.5 (1) and 14.5 (2).

(2) Documents maintained on the right hand side of folder.

(a) Transferred Employees.

Disposition: Forward Official Personnel Folder upon request to gaining post or Federal agency, after destroying temporary documents.

DispAuthNo: NC1-84-80-5, item 1b(1)

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B070002a(2)(b) Personnel Folders of Non-American Employees

Description: a. Official Personnel Folders of Non-American Employees including Foreign Service Nationals and Third Country Nationals (See 14.5 of FNSPAH). Covers both Department of State Non-American employees and other U.S. Government agencies' Non-American employees - when the post acts as their personnel office. For a list of forms covered by the following items see: FSNPAH, Section 14, items 14.5 (1) and 14.5 (2).

(2) Documents maintained on the right hand side of folder.

(b) Separated Employees.

Disposition: Retire to the Department's Personnel Records Branch (PER/EX/RR/RC) 1 year after the date of separation or death of employee.

DispAuthNo: NC1-84-80-5, item 1b(2)

B070002b Personnel Folders of Non-American Employees

Description: b. Personnel Folders of Uncompensated Non-Americans. Personnel folders of uncompensated Non-Americans at post (e.g. China). Consists of information post needs to preserve and protect U.S. interests.

Disposition: Send the original DS-693B and records to RSC and a copy of the DS-693B to PER/EX/RR. These records are not sent to St. Louis. Transfer to WNRC after 1 year. Destroy 50 years after retirement from post.

DispAuthNo: N1-84-93-1, item 1

B070003 Personnel Privileges Files

Description: Consists of applications for and correspondence regarding membership cards, PX, commissary or restaurant privileges, etc. Records are transitory in nature and not included as part of the Official Personnel Folder.

Disposition: Destroy 1 year after employee departs post.

DispAuthNo: GRS 1, item 18a

B070004 Reserved for future use

Description:

Disposition:

DispAuthNo:

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B070005 Leave Record Cards - American

Description: Leave Record Card (OF-202) or comparable records for American employees. Records showing by pay period all leave earned, taken, or forfeited, as well as leave balances for the entire year. (See 4 FAM 534.4-2)

Disposition: Block annually. Destroy when 5 years old.

DispAuthNo: NN-166-80, item 1

B070006 Leave Record Cards - Non-American

Description: Leave Record Card (OF-202) or comparable records for Non-American employees. Final record showing accumulated leave on separation of employee.

Disposition: File on right side of Official Personnel Folder (OPF).

DispAuthNo: GRS 2, item 9a

B070007a Leave Application Files

Description: Application For Leave form (SF-71) or equivalent plus any supporting documentation for requests and approvals of leave.

a. If employee initials time card or equivalent.

Disposition: Destroy at end of following pay period.

DispAuthNo: GRS 2, item 6a

B070007b Leave Application Files

Description: b. If employee has not initialed time card or equivalent.

Disposition: Destroy after GAO audit or when 3 years old, whichever is sooner.

DispAuthNo: GRS 2, item 6b

B070008a Time and Attendance Reports

Description: Time and Attendance Report (DS-1734M) reflects the total number of forms reported for each pay period which includes regular, premium, or any other special hours.

a. Final report and all approved leave, overtime, and comp time forms.

Disposition: Destroy after GAO audit, or when 6 years old, whichever is sooner.

DispAuthNo: GRS 2, item 7

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B070008b Time and Attendance Reports

Description: b. Duplicate copies of the form DS-1734M.

Disposition: Destroy 6 months after the end of the pay period.

DispAuthNo: Nonrecord

B070009a Personal Services - Contracts

Description: a. Contracts and related documents pertaining to the hiring of American and Non-American chauffeurs, gardeners, typists, etc.

Disposition: File ORIGINAL contract of employment in employee's Official Personnel Folder.

DispAuthNo: II-NN-3265

B070009b Personal Services - Contracts

Description: b. Other copies.

Disposition: Destroy 1 year after termination of contract.

DispAuthNo: II-NN-3265

B070010 Efficiency Reports on American Employees

Description: Copies retained at post. Original forwarded to the Department Bureau of Personnel for incorporation in Official Personnel Folder.

Disposition: Destroy 1 year after employee is permanently transferred.

DispAuthNo: Nonrecord

B070011 Personnel Program Files

Description: Correspondence relating to the administration and operation of personnel functions including records dealing with employee awards and commendations; cost of living and other allowances; training program, including budget estimates, allotment of funds, survey and appraisal reports. Excludes records identified in items 070012 through 070017.

Disposition: Destroy when 3 years old.

DispAuthNo: II-NN-3544, item 13

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B070012 Cost of Living Reports

Description: Includes reference material assembled for their preparation and related communications.

Disposition: Destroy when superseded by the second submission following the effective date.

DispAuthNo: NN-169-96, item 1

B070013 Retail Price Schedule and related correspondence

Description:

Disposition: Destroy after submission of second revised schedule.

DispAuthNo: NN-169-96, item 2

B070014 Unhealthful and Hardship Posts Annual Review

Description: Includes communications in connection with its preparation and submission, and OF-267, Post Differential Questionnaire.

Disposition: Destroy after submission of second revised report.

DispAuthNo: NN-169-96, item 3

B070015 Local Salary Survey data

Description:

Disposition: Destroy when superseded by a basic (full scale) survey.

DispAuthNo: NN-169-96, item 4

B070016 Correspondence relating to training materials, supplies, etc.

Description:

Disposition: Block Annually. Destroy when 1 year old.

DispAuthNo: II-NN-3544, item 13

B070017a Employee Health Benefit Plan, Life Insurance (FEGLI), Charitable Fund Drive

Description: a. Pamphlets and instruction booklets.

Disposition: Destroy when obsolete or superseded by new issuance.

DispAuthNo: NN-169-96, item 5a

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B070017b Employee Health Benefit Plan, Life Insurance (FEGLI), Charitable Fund Drive

Description: b. Correspondence and other papers

Disposition: Block annually. Destroy when 1 year old.

DispAuthNo: NN-169-96, item 5b

B070018 Reserved for future use

Description:

Disposition:

DispAuthNo:

B070019 Staffing Patterns (American Employees/Foreign Service Nationals)

Description: Copies of staffing patterns for Foreign Service posts.

Disposition: Destroy when superseded.

DispAuthNo: NN-166-54, item 1
